KHRIS Connecting the Commonwealth

How Do I Access KHRIS?

Excited about using the new features of KHRIS, but just don't know how to get there? Because the primary focus at go-live must be to ensure that time entry and payroll are operating smoothly, access to the KHRIS site for Employee Self Service (ESS) features will be rolled out in phases. (Not everyone will be provided access at the same time.) This will limit the initial impact to the system and allow the KHRIS Team and agency human resource teams to focus on payroll questions that may arise immediately after go-live. Below are the details.

Follow these guidelines for first-time access to the KHRIS site:

April 4
Timekeepers & Time Administrators
Human Resource Generalists
Personnel Cabinet
Managers & Supervisors

April 15
All Other Employees
Insurance Coordinators

July 1
Benefits-only Participants

Visit KHRIS at

https://KHRIS.ky.gov

- Open Internet Explorer and type the **https://KHRIS.ky.gov** address.
- Click the "New User/Reset Password" link.
- New users will be asked to register by entering a user ID and creating a password.
- **Your user ID is the same as your employee ID,** located at the top of your paystub. You can also obtain this ID number by contacting your human resources administrator.
- Click the "Validate" button.
- For security purposes, the system will ask you a number of questions (including last name, date of birth, etc.).
- Once these questions are answered, a temporary password will be provided.
- Click "exit" and enter your user ID and temporary password on the KHRIS login screen.
- Once you're granted access to the system, you will be prompted to change your password.
- This process will apply for all users of the system.